



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

August 15, 1969

PERSONNEL MANAGEMENT LETTER NO. 69-41 (311)

SUBJECT: Personal Resumes

To: Heads of Bureaus and Director of Management Operations

Effective immediately, a personal background resume will be attached to any personnel action (involving a change in incumbency) which requires Secretarial approval of key positions as defined in 370 DM 311. This resume should be only one page in length and should cover in brief statements the following information: Title, grade, and location of proposed position; Work Experience; Education; Professional Activities; and Miscellaneous Personal Information (date of birth, place of birth, marital status, home address).

A sample resume is shown in the Enclosure for your information and guidance.


Director of Personnel

Enclosure

INQUIRIES: Al Coulter, Division of Employment and Training, Extension 33413

DISTRIBUTION: Limited

S A M P L E

Ralph S. Frickert

1. Candidate for: Supervisory Psychologist, GS-15

Bureau of Indian Affairs, Phoenix Area Office

2. Work Experience:

<u>Dates</u>	<u>Title</u>	<u>Final Grade or Salary</u>
1963-Present	Psychologist BIA, Albuquerque Area Office	GS-14
1956-1963	Research Psychologist Dept. of Army, Army Material Command	GS-13
1950-1956	Psychologist Dept. of Army, Ft. Belvoir, Va.	GS-12
1947-1950	Psychologist Psychological Services, Inc., Pittsburgh, Pa.	\$7,500
1940-1947	(Psychological Assistant with 3 different private firms)	\$6,000

3. Education:

B.A. in Psychology, 1940, Duke University

M.A. in Industrial Psychology, 1942, Purdue University

Ph.D. in Industrial Psychology, 1946, University of Maryland

4. Professional Activities:

American Psychological Association

International Society of Industrial Psychologists

President's Committee on Psychological Problems, 1963

5. Miscellaneous Personal

Born -- August 5, 1919, Worcester, Massachusetts

Married; 2 grown children; lives in Bethesda, Md.